

No: /NB-HUB

Ho Chi Minh City, , 2026

ANNOUNCEMENT

Organization of Demand-Based Course Classes for Full-Time Undergraduate Programs in Semester 2, Academic Year 2025–2026

Pursuant to Decision No. 466/ D-HUB dated February 28, 2024 of the Rector on promulgating the Regulations on organization and management of undergraduate training at Ho Chi Minh University of Banking;

Based on Decision No. 1076/D-HUB, dated May 8, 2019, issued by the Rector of Banking University of Ho Chi Minh City, Regarding: the promulgation of the "Regulation on Course Registration and Withdrawal in Credit-Based Training System at Ho Chi Minh University of Banking;

Based on students' requests to open demand-based course classes in the Second semester of the academic year 2025–2026, The Department of Academic Affair hereby notifies students of all cohorts about the registration plan for demand-based course classes as follows:

1- Eligible participants and study schedule:

Undergraduate students of the regular program, as well as students from other programs who wish to retake courses for grade improvement, pursue a second major, make up for failed courses, or complete unfinished courses in their curriculum.

Schedule: Classes will be held on Saturdays and Sundays. The expected start date is **Sunday, May 17, 2026.**

Venue: Banking University of Ho Chi Minh City, 56 Hoang Dieu 2 Street, Thu Duc District.

2- Tuition fees:

According to the University's regulations stated in Decision No. 2699/QĐ-ĐHNH dated July 16, 2025, "On the collection of tuition fees and service charges for the academic year 2025–2026.

- **Tuition payment period:** From **April 17, 2026** to the end of **April 27, 2026**.
- **Tuition payment method:**

Students must access the online payment portal of Banking University of Ho Chi Minh City at <https://e-bills.vn/pay/hub> to check outstanding fees and make tuition payments via the VCB Digibank app, mobile banking apps of other banks, or e-wallets. (A user guide for the online payment portal of Banking University of Ho Chi Minh City at <https://e-bills.vn/pay/hub> is attached.)

3- Conditions for opening a course/class:

- The class section must ensure the prescribed enrollment size, in cases where the number of registered students does not meet the minimum requirement, the course may still be opened if all registered students voluntarily agree to cover the full cost based on the minimum class size. In such cases (a student representative must submit a written request along with a list of participating students. All participating students must sign the list, which must then be submitted directly to the Department of Academic Affair – Thu Duc Campus).

- Students must complete tuition payment within the specified timeframe.

4- Registration Procedure:

4.1 Step 1: Collect students' course enrollment requests and assign students who have registered their needs to the summer semester course offerings.

Students who wish to enroll in specific courses to be offered must register their information (**accurately fill in all required details such as student ID, full name, course title, etc.**) using the link provided by the Department of Academic Affair at the following address: <https://forms.gle/kSsFp6fe8eA6Yohy9>

- **Method:** Students from all cohorts must individually register online and submit a **request form to open a course**, using the template provided by the Department of Academic Affair this applies to all courses students wish to take, and registration must be completed from **March 27, 2026 to April 6, 2025** based on the list of courses approved for offering in the second semester of the academic year 2025–2026 academic year (**attached list**).

Based on students' course enrollment registrations and the identified demand for the courses to be taken, the Office of Academic Affairs will open the required course sections for students in the first semester of the academic year 2025–2026. At the same

time, students who have registered will be officially enrolled in these course sections, and the results will be updated in their personal student portal.

4.2- Step 2: Students check their class schedules and make adjustments or cancel course registrations if any scheduling conflicts are found (if applicable):

- Students should check the course sections registered by the Department of Academic Affairs in their personal portal. If the system indicates a schedule conflict, students must either switch to a different course section or cancel the conflicting registration.

- **Method:** Online via each student's personal portal at <http://online.hub.edu.vn/>.

- **Timeframe:** from **6:00 p.m. on April 14, 2026** to **7:30 a.m. on April 16, 2026**

*** Note:**

- During the adjustment period, the system will only display two options: “Switch class/group” and “Cancel class.” Students will not be allowed to register for new courses during this time. Therefore, students are advised to limit the use of the “Cancel class” function, and only use it if they no longer wish to attend the course.

- After the adjustment period ends, the Department of Academic Affairs will review all students’ schedules. In cases where there are still conflicts in class or exam schedules, the system will automatically cancel one of the conflicting classes at random

5- Additional registration for course sections with available slots (For students who did not pre-register or who wish to add more courses:

- **Method:** Online via the student’s personal portal at <http://online.hub.edu.vn/>.

- **Timeframe:** from **6:00 p.m. on April 16, 2026** to **7:30 a.m. on April 18, 2026.**

6- Verification and correction of course registration errors:

May 6, 2026, students must check their course registration results via their personal portal and directly report any errors or request corrections at the Department of Academic Affairs (if any).

After the aforementioned period, the Office of Academic Affairs will announce the official list of course sections and will not process any additional requests or changes from students. Students who do not wish to register for course sections in the second semester of the academic year 2025–2026 will register for and take the remaining courses in the subsequent regular semesters according to the plan and schedule of the Office of Academic Affairs

For all information related to the registration of elective course sections in the second semester of the academic year 2025–2026, students should directly contact the Office of Academic Affairs at the Thu Duc campus (56 Hoang Dieu 2 Street) for guidance. Support hotline for Registration support phone number: 028-38.971.638 (contact: Mr. Thien Minh).

Recipients:

- BoR: for reporting;
- Faculties: for coordination and dissemination to students;
- Depts. & Centers: FAD, TQAD, ITMD, SAC, SSC;
- YU–SA;
- ACD: for website publication;
- Students: for implementation;
- Archive: Office, AAO

**AS AUTHORIZED BY THE RECTOR
P.P HEAD
DEPUTY HEAD**

(Signed)

Nguyen Thi Huynh Uyen